



## **DAVID K. WASSON MANAGEMENT CONSULTING SEARCH PROCESS**

All resumes and salary histories submitted will be acknowledged by return electronic mail, facsimile, or mail within five working days of receipt. If your submission has not been acknowledged within ten working days, then chances are that it has not been received. Please leave voice mail at Option 1 on 281-485-8623 indicating that your submission has not been acknowledged. You will be contacted no later than the following business day.

David Wasson will conduct the initial screening of all submissions. The 10-12 applicants deemed most qualified as to experience and formal education as outlined in their resumes will be referred to the City of Frisco for further process. David Wasson will conduct face-to-face interviews with these 10-12 semi-finalists. Based on the results of these interviews David Wasson will recommend the 5-7 most qualified applicants. Upon approval of this finalist list Dr. Wasson will conduct reference checks. The final 5-7 candidates will be invited to Frisco for final interview process with the City Manager. Dr. Wasson will provide the City Manager with candidate resumes, interview reports, reference check reports, and verification of educational credentials. David Wasson will be present to assist in this final interview stage. Once a candidate has accepted an offer of employment, David Wasson will notify the remaining candidates that the search has been completed.